

# WEEK IN REVIEW

A publication of the City Manager's Office

## Council Meetings

May 14 - [City Council Meeting Agendas](#)

## Looking Ahead

Monday, May 13: School Board Work Session

Thursday, May 16: Tourism Board, Board of Architectural Review meetings

Friday, May 17: Swinging Fore Sports Golf Tournament (Parks)

Saturday, May 18: Old Town Kidzfest & Farmers Market

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Winchester Police Department K-9 Axl (handled by Corporal Tom Keller) smiles for the camera after he graduates from Narcotics School.

## City Manager's Takeaways

Began candidate interviews for the vacant Program Manager position in the City Manager's Office.

Appointed former Assistant Chief and current Emergency Management Coordinator Scott Kensinger as Interim Fire and Rescue Chief (prior Interim Chief Frank Wright had to end his interim role due to retirement restrictions).



# Public Safety

## Winchester Police

- Secured and participated in Apple Blossom events.
- Completed K-9 Narcotics School.
- Attended Community Response Team, HOG Rally community safety planning and a Drug Court meetings.
- Completed training webinar about and researched best practices and sample policies regarding the prescription drug use policy.
- Successfully identified shoplifting suspects via social media.
- Continued interviews for the Records Clerk position.
- Attended the Virginia NENA Conference.
- Conducted yearly evaluations.
- Compiled and analyzed end of month statistics.
- Crime stats:
  - Crimes against persons (felony) - 4
  - Crimes against persons (misdemeanor) - 29
  - Burglaries (residential) - 2
  - Burglaries (commercial) - 0
  - Property crimes: 8

Police Activity	#
Calls for Service	1,014
Crash Reports	15
DUI/DWI	0
Alarms/False Alarms	27/27
Directed Patrols	48
Directed Patrols (OTW)	9
Extra Patrols	141
Extra Patrols (OTW)	6
Traffic Citations	47
Traffic Warnings	38
BWC updates	29
Special Events	0/1
Permits Received/ Approved	42 rec'd YTD

## Winchester Fire and Rescue

- Conducted clean-up from Apple Blossom - returned borrowed/ donated equipment, all tents torn down and cleaned.
- Attended the bid opening for new Live Fire Training Facility.
- Assisted with CPR certifications for John Handley High School and Lord Fairfax Emergency Medical Services Council.
- Finalized dates for entrance testing and interviews.
- Volunteers provided a total of 71 hours of EMS coverage at the carnival during the Apple Blossom Festival.
- Staffed the Emergency Medical Aid Station along the parade route during the Apple Blossom Festival.
- Conducted one fire investigation for a civilian burn injury as a result of improper usage of gasoline to start a recreational fire - victim is in serious condition.
- Attended Food Truck/Trailer training session with the Regional Fire Marshal's Group - working towards a consistent enforcement effort.

Fire Activity	Fire Activity
Fire	5
Overpressure	0
EMS/Rescue	119
Hazardous Cond.	3
Service Call	9
Mutual Aid Given	9
Good Intent	3
False Alarms	2
Special Incident	1
Plan Review	3
Inspections	16
Reinspections	1

## **Emergency Management**

- Conducted post-Apple Blossom Festival Equipment Accountability and Maintenance check.
- Conducted radio programming for new Police cars.
- Conducted generator testing in the Pet Shelter trailer.
- Participated in new Emergency Operations Center design discussions.
- Attended Local Emergency Planning Committee bi-monthly meeting.
- Met with Representatives of Westminster Canterbury to discuss emergency event planning and drills.
- Held HOG Rally community safety meeting with City officials.
- Attended the Internal Events Planning meeting and a grant meeting with Winchester Public Schools.

## **Development Services**

### **Economic Redevelopment**

- Attended WoW! planning meeting with regional workforce development partners.
- Attended reverse job fair at James Rumsey Technical School in Martinsburg to observe for potential development in Winchester.
- Prepared videos and planning materials for 2019 Manufacturing Week.
- Attended Widget Cup reception at the Winchester Little Theater.

### **Old Town Winchester**

- Participated in monthly radio broadcast on The Valley Today to highlight OTW May events.
- Assisted with Apple Blossom midway layout, downtown business outreach and vendor information and welcome.
- Worked on promotional activities for the OTW Farmers Market including social media posts and poster distribution.
- Met with web manager on website updates to increase performance.
- Appeared on the City's publiCITY show highlighting the OTW Farmers Market and events (air date: 5/15).
- Assisted event coordinators with event permitting - collected outstanding information.
- Prepared information for monthly Old Town Advancement Committee (OTAC) meeting. Met with the Vice-Chair who served as Chair in at the May 9 meeting.

### **Winchester/Frederick County Tourism**

- Hosted three VIP travel writers (2 from Atlanta, 1 from Richmond) as part of a collaborative Northern Shenandoah Valley FAM tour to showcase the area. This was arranged through the public relations firms that the Shenandoah Valley Tourism Partnership contracts with.
- Took part in an iHeart Media Over the Top video educational seminar.
- Attended a Winchester Wings N Wheels planning meeting. The event is scheduled for June 1.

- Attended the monthly Old Town Advancement Commission Tourism Taskforce meeting. Topics of discussion included planning for the HOG Rally and the Civil War Marker in Old Town.
- Attended a webinar on leveraging Brand USA international marketing opportunities.
- Participated in planning and presented at the Shenandoah Valley Tourism Partnership's Annual "What's New in the Shenandoah Valley" media and stakeholder event in Harrisonburg. There were over 75 attendees from economic development and tourism offices, elected officials, Virginia Tourism representatives, media representatives, and other stakeholders throughout the Shenandoah Valley.

## Planning

- Staffed the May 7<sup>th</sup> Planning Commission work session where the cases appearing on the May 21<sup>st</sup> Planning Commission regular meeting were reviewed. This included two requests by the same applicant scheduled for public hearings. The first case at 501 N. Cameron Street is to convert a one-story commercial building to a two-story two-family dwelling. The second case at 503-505 N. Cameron Street immediately to the north is to undertake restoration of a nonconforming two family use of an existing dwelling where the cost of restoration exceeds 35% of the building value.
- During the work session, gave a presentation and led discussion of the Corridor Enhancement (CE) District provisions pertaining to the limit on the number of colors permitted. After that discussion, the Commission authorized the Planning Director to approve the murals on the restaurant building at Ward Plaza subject to the property owner signing the application. That signature has now been secured.
- Assisted the Public Services Director with an overview of the proposed City Capital Improvement Program at the May 7<sup>th</sup> Commission work session.
- Planning Director chaired the May 7<sup>th</sup> Metropolitan Planning Organization Technical Advisory Committee meeting where the City learned that VDOT intends to discontinue use of some synchronized traffic signal software on Rte 7 and Rtes 17/50/522 which may cause the City to make adjustments to synchronized City signals in the future.
- Coordinated the onsite viewing of the Summit Avenue right-of-way and completion of the Viewers Report for that case appearing on the May 14<sup>th</sup> Council meeting agenda.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

## Zoning and Inspections

- Completed:
  - 79 building permit inspections and issued 68 building/trades permits (\$343,236 valuation)
  - 122 code enforcement inspections and initiated 40 new cases
  - 10 new business reviews (6 Certificates of Business / 4 Certificates of Home Business)
- Attended Planning Commission work session meeting.
- Held Board of Zoning Appeals meeting. The Board approved variances for lot width and lot area for the property located at 1019 Berryville Avenue (BZA-19-296) to enable the conversion of the upper floor to residential use.

Permit #	Type	Address	Description	Value
19 00001070	BLDG	131 133 N LOUDOUN ST	STRUCTURAL SHORING	\$0
19 00001070	NR	131 133 N LOUDOUN ST	ROOF REPAIRS, SHEATHING & SHOR	\$10,000
19 00001224	FEXT	300 WESTMINSTER CANT DR	NEW SUPPRESSION SYSTEM	\$5,400
19 00001336	SIGN	1129 BERRYVILLE AVE	BLDG MOUNTED SIGN	\$3,100
19 00001412	RREM	201 SHAWNEE AVE	ADDING SHOWER	\$1,200
19 00001412	PLBG	201 SHAWNEE AVE	REPLACEMENT FIXTURES	\$1,200
19 00001191	RIFI	373 FOX DR	ADDITION ON REAR OF HOUSE	\$143,272
19 00001426	PLBG	621 TENNYSON AVE	EXPANSION TANK	\$210
19 00001427	PLBG	1640 VALLEY AVE	EXPANSION TANK	\$210
19 00001419	BLDG	124 E CORK ST	FOUNDATION ONLY - AT RISK	\$1,800
19 00001395	MECH	221 E BOSCAWEN ST	REPLACE HEAT PUMP, A/C & FURNA	\$10,000
19 00001428	PLBG	356 NATIONAL AVE	EXPANSION TANK	\$210
18 00000079	RADI	103 E PICCADILLY ST	REMOVE 8 & ADD 12 RRH, RELOCAT	\$10,000
19 00001429	PLBG	632 N LOUDOUN ST	EXPANSION TANK	\$210
19 00001390	NR	3150 SHAWNEE DR	REROOF	\$97,800
19 00001395	PLBG	221 E BOSCAWEN ST	NEW FIXTURES	\$3,000
19 00001460	PLBG	15 GLAIZE AVE	EXPANSION TANK	\$200
19 00001474	PLBG	1416 S LOUDOUN ST	EXPANSION TANK	\$200
19 00001414	ELEC	325 E PICCADILLY ST	RECONNECT AFTER FIRE	\$800
19 00001457	PLBG	3 GLAIZE AVE	EXPANSION TANK	\$200
19 00001447	PLBG	1987 CIDERMILL LN	EXPANSION TANK	\$200
19 00001451	PLBG	1520 COMMERCE ST	EXPANSION TANK	\$200
19 00001452	PLBG	1524 COMMERCE ST	EXPANSION TANK	\$200
19 00001473	PLBG	1210 S LOUDOUN ST	EXPANSION TANK	\$200
19 00001468	PLBG	103 W HART ST	EXPANSION TANK	\$200
19 00001463	PLBG	32 GLAIZE AVE	EXPANSION TANK	\$200
19 00001440	PLBG	510 518 BROOKFIELD DR	EXPANSION TANK	\$1,200
19 00001449	PLBG	1333 COMMERCE ST	EXPANSION TANK	\$200
19 00001469	PLBG	1619 HENRY AVE	EXPANSION TANK	\$200

Permit #	Type	Address	Description	Value
19 00001472	PLBG	132 LAMBDEN AVE	EXPANSION TANK	\$200
19 00001443	PLBG	530 538 BROOKFIELD DR	EXPANSION TANKS	\$1,200
19 00001436	PLBG	530 ARMOUR DALE	EXPANSION TANK	\$200
19 00001413	ELEC	364 PARKWAY ST	MINI SPLIT A/C 19-1233	\$400
19 00001450	PLBG	1513 COMMERCE ST	EXPANSION TANK	\$200
19 00001437	PLBG	98 BELLVIEW AVE	EXPANSION TANK	\$200
19 00001441	PLBG	514 BROOKFIELD DR	EXPANSION TANK	\$200
19 00001435	PLBG	1112 ALLEN DR	EXPANSION TANK	\$200
19 00001467	PLBG	2217 HARRISON ST	EXPANSION TANK	\$200
19 00001438	PLBG	104 BELLVIEW AVE	EXPANSION TANK	\$200
19 00001475	PLBG	615 WATSON AVE	REPLACE WATER & SEWER SERVICE	\$9,700
19 00001442	PLBG	520 528 BROOKFIELD DR	EXPANSION TANKS	\$1,200
19 00001416	ELEC	417 BRIARMONT DR	REMODEL 19-1190	\$2,500
19 00001422	PLBG	419 FOX DR	EXPANSION TANK	\$0
19 00001466	PLBG	307 HANDLEY AVE	EXPANSION TANK	\$200
19 00001459	PLBG	11 GLAIZE AVE	EXPANSION TANK	\$200
19 00001446	PLBG	114 W CECIL ST	EXPANSION TANKS	\$400
19 00001444	PLBG	540 548 BROOKFIELD DR	EXPANSION TANKS	\$1,000
19 00001461	PLBG	21 GLAIZE AVE	EXPANSION TANK	\$200
19 00001423	PLBG	350 LANNY DR	EXPANSION TANK	\$200
19 00001470	PLBG	1705 HENRY AVE	EXPANSION TANK	\$200
19 00001462	PLBG	28 GLAIZE AVE	EXPANSION TANK	\$200
19 00001439	PLBG	500 508 BROOKFIELD DR	EXPANSION TANKS	\$1,200
19 00001454	PLBG	561 FOX DR	EXPANSION TANK	\$200
19 00001458	PLBG	6 GLAIZE AVE	EXPANSION TANK	\$200
19 00001455	PLBG	407 GEORGE ST	EXPANSION TANK	\$200
19 00001445	PLBG	916 S CAMERON ST	EXPANSION TANKS	\$1,000
19 00001415	ELEC	300 MARION ST	REMODEL 17-1040	\$500
19 00001453	PLBG	1533 COMMERCE ST	EXPANSION TANK	\$200

Permit #	Type	Address	Description	Value
19 00001448	PLBG	1316 COMMERCE ST	EXPANSION TANK	\$200
19 00001464	PLBG	1463 GREYSTONE TERR	EXPANSION TANK	\$200
19 00001471	PLBG	125 LAMBDEN AVE	EXPANSION TANK	\$200
19 00001520	PLBG	336 FAIRVIEW AVE	REPLACE FIXTURES	\$1,600
19 00001432	BLDG	307 GEORGE ST	24 ROOF SOLAR MODULES	\$17,222
19 00000767	CHNG	16 S LOUDOUN ST	MERCANTILE TO BUSINESS	\$102
19 00001520	NGAS	336 FAIRVIEW AVE	REPLACE FIXTURES	\$0
19 00001392	RREM	574 N LOUDOUN ST	GRADE BEAM INSTALLATION	\$3,000
19 00001481	PLBG	1504 S LOUDOUN ST	EXPANSION TANK	\$200
19 00000285	DECK	218 S INDIAN ALY	REPLACEMENT DECK	\$6,000
<b>Total: 68</b>				<b>\$343,236</b>

## Public Services

- Assisted with street closures and cleanup efforts for the Apple Blossom Festival.
- Attended the regular meeting of the Metropolitan Planning Organization Technical Advisory Committee.
- Opened bids for the construction of the fire training structure.
- Attended the Planning Commission meeting to review the proposed FY20 capital improvement plan.
- Held a pre-construction meeting with the contractor who will be constructing three of the new 'Welcome to Winchester' gateway signs.

### Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	154	5,326
Water service lines replaced (number)	0	345
Water meters replaced (number)	3	919
Sanitary sewer mains replaced/lined (linear feet)	0	237
Sanitary sewer laterals replaced (number)	0	78
Sanitary manholes replaced (number)	0	23
Sidewalks replaced (linear feet)	538	8,114
Sidewalks repaired (linear feet)	31	12,115



Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	3.91	Lane miles
	Potholes repaired	25	96	#
	Mowing	31.39	52.36	Acres
	Miles of streets swept	61	874.50	Miles
	Tons of leaves hauled	0	32.80	Tons
Trees	Dead/diseased trees removed	1	167	#
	Trees trimmed	0	592	#
	Stumps removed	0	19,028	#
Traffic	Street signs Installed/replaced	1	167	#
	Pavement markings repainted (City)	0	592	Linear feet
	Pavement markings repainted (contractor)	0	19,028	Linear feet
Refuse & Recycling	Refuse collected	123.33	2,207.10	Tons
	Recycling collected	72.53	837.19	Tons
	Large item pickups	7	83	#
Transit	Total passengers	2,035	44,795	#
	Revenue miles pick up/drop off	2,774	65,136	Miles
	Revenue hours pick up/drop off	253.73	5,895.34	Hours
Utility billing	Payments processed	1,554	27,754	#
	New bills mailed out	0	24,881	#
	Water services turned off (non-payment)	0	183	#
Water treatment plant	Average daily water demand	5.90	6.00	Million gallons/day
	Peak daily water demand	6.26	7.52	Million gallons/day
Wastewater treatment plant	Average daily flow treated	8.10	9.87	Million gallons/day
	Peak daily flow treated	10.98	20.04	Million gallons/day
Water distribution and wastewater collection	Water main breaks repaired	0	8	#
	Water meters read	1,875	27,358	#
	Fire hydrants flushed	47	281	#
	Sewer mains cleaned	605	53,790	Linear feet
	After-hours call outs	5	112	#



Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Engineering	Site plans reviewed	2	29	#
	Floodplain permits issued	1	47	#
	Utility as-builts reviewed	0	5	#
	Right-of-way permits issued	4	84	#
	Land disturbance permits issued	0	1	#
	Stormwater facility inspections	0	111	#
	Erosion and sediment control inspections	50	927	#
	Erosion and sediment notices to comply	1	9	#
Facilities Maintenance	Work requests completed	21	370	#
	Special events assistance	1	9	#
	Maintenance of pedestrian mall	44	593	Staff hours
Equipment maintenance	Total repairs completed	47	1,335	#
Winchester Parking Authority	Work requests completed	5	132	#
	Special events - assistance provided	1	11	#
	Vandalism or property damage issues	0	7	#
	New monthly rentals	2	7	#
	Monthly rental cancellations	2	41	#
	Hourly parkers (all four garages)	2,660	49,156	#
	Park-Mobile transactions	555	11,520	#

## Parks & Recreation

- Accepted applications for Summer Child Care Assistants and Seasonal Maintenance Technician.
- Began working on the Indoor Pool sound tile project. The indoor pool is closed through June 16.
- Hosted new Introduction to Racquetball program.
- Held final Employer Expo planning meeting. The Jim Barnett Park Rec Center is the host location.
- Opened the outdoor pool for lap swim with limited hours available.
- Attended the City's HOG Rally community safety planning meeting.
- Dismantled fencing, barriers, etc. from the Apple Blossom Weekend in the Park event.
- Continued mowing parks as scheduled.

# Support Services

## Innovation & Information Services

- Worked with AT&T on various items (FirstNet uplift, USB modems, port overs, orders, etc.).
- Applied Microsoft patches to ECC servers.
- Helped hook up traffic camera feeds to GIS map for new project.
- Worked on making drone videos accessible to EMS staff.
- Worked on Timbrook Public Safety Center Wireless and Wireless Extension to Creamery to support Fire and Rescue staff.
- Troubleshoot ongoing issues with the George Washington Autopark wireless bridge.
- Planned out Tourism Office Firewall and Network Deployment.
- Fixed wireless issue in the War Memorial Building.
- Installed and began configuration of new password reset tool.
- Worked with support techs at Upland software to obtain metrics for moving system from IBM to Windows platform.
- Scheduled vendor to complete run and terminate fiber cable at Parks for network expansion to maintenance department.
- Performed system cleanup to purge old budget libraries and outdated audit files on IBM server to regain needed disk space.
- Met with City auditors to discuss network security auditing plans.

Help Desk Requests	Count	Closed
Account Management	16	10
Applications	12	16
GIS	1	4
Hardware	16	19
Information Only	4	5
Infrastructure	3	2
No Action Required	4	4
Not Assigned	27	18
Procurement/Disposal	1	1
Reporting	-	-
Research	-	-
Total	84	79

## Social Services

- Received 77 Benefit Program applications: 15 SNAP, 59 Medicaid, 0 TANF, 0 VIEW, 1 Child Care, 1 Auxiliary Grant, 1 General Relief-Burial, 0 Home Energy Assistance Program
- Provided case management to:
  - 3,465 Medicaid cases
  - 1,577 SNAP cases
  - 38 TANF cases
  - 17 Auxiliary Grant cases
  - 38 individuals receive VIEW services
  - 51 families/106 children receive Child Care Subsidy Assistance (65 families/109 children are currently on the waiting list for child care assistance).
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.

Weekly Activity	#
Clients walk-ins/drop-offs	137/85
Child Protective Service referrals	9
Placed "on notice" for foster care entry by JDRC	3
Children in foster care	56
Entered/exited foster care	1/0
Adoption subsidy cases/adoptions finalized	52/1
Child Protective Service (CPS) case management load	45
Benefit program fraud & overpayment referrals/investigations/recoupment claims	0/0/18
CPS family assessments & investigations of alleged maltreatment	69
Family Service intakes	3
Adult Protective Service referrals	0
Adult services case management load	6
Adult guardianships/cases	2/67
Adult Protective Service investigations/intakes	26/3
Family Services Prevention case management load	4
Uniform Assessment Instrument screenings	0

## Communications

- Distributed the May 8, 2019 CitE-News issue.
- Handled 5 media requests for City information and staff interviews and 4 media requests for WPD.
- Handled or began processing 2 FOIA requests.
- Finalized revisions of the 2018 Annual Report and prepared for print.
- Attended the Manufacturing Week planning meeting. Went to Winchester Ciderworks to begin filming a virtual tour of the facility that will be available to area students and job seekers. Filmed event promo on-site and edited it so that it's ready for the fall.
- Revised the Park's Movie Nights at the Amphitheater banner and created 2'x3' coroplast sandwich board designs for print.
- Designed upcoming Parks & Recreation event Channel 6 slides and updated the TV schedule.
- Recorded b-roll for the next episode of publiCITY that will air May 15 and discuss the Old Town Farmer's Market and KidzFest.
- Updated the Communications Plan for presentation to Council on May 14.
- Attended the City's HOG Rally community safety planning meeting.
- Took photos of City employees and units in Apple Blossom Festival grand feature parade.

Date	City of Winchester News Releases
5/6	Seventh-annual KidzFest returns to Old Town May 18th - <a href="#">read</a>
	Winchester Fire and rescue Interim Chief appointed - <a href="#">read</a>
Date	Segments on WDVM
5/3	Fire Truck Rodeo attracts new and old apparatus - <a href="#">watch</a>
	Old Town Midway kicks off a fun-filled weekend - <a href="#">watch</a>
	Rain doesn't put a damper on Firefighters' Parade - <a href="#">watch</a>
5/5	Apple Blossom wraps up with Weekend in the Park - <a href="#">watch</a>
5/8	Planning Commission says new restaurant mural can stay - <a href="#">watch</a>
	Water treatment plant wins Virginia Department of Health Gold Award - <a href="#">watch</a>
Date	Articles in <i>The Winchester Star</i>
5/7	Winchester appoints 2nd interim fire chief
	Water treatment plant receives top state award
	Bloom weekend 'uneventful' for police
5/8	Mural can stay, with building owner's OK
5/9	Plan gives rundown of city's project priorities
	Winchester assault suspect arrested